



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

LAW CLERK - INTERMITTENT Consumer Litigation Section

The Law Clerk will be assigned to the Consumer Protection Division. The Law Clerk will be responsible for investigation and analysis of consumer complaints. This is a part-time (12-15 hours per week) intermittent position.

The Law Clerk has the following responsibilities

- Investigate consumer complaints by compiling information related to such investigations through issuance of legal documents and other correspondence.
- Communicate with complainants, respondents, and other agencies regarding complaint status and other matters related to investigations.
- Assist deputy attorneys general in preparation of and litigation of civil complaints;
- Perform other duties of the office as may be assigned from time to time.

Qualifications

- Currently enrolled or recently graduated from an accredited law school.
- Excellent communication skills required, including the ability to relate effectively, both orally and in writing to legal and non-legal individuals.
- Ability to identify, analyze and resolve legal issues related to cases.
- Excellent legal research and writing skills, with emphasis on clear, persuasive legal analysis and writing.
- Organizational skills sufficient to handle a large caseload. Strong ability to multi-task.
- Good computer skills, including Microsoft Office and Westlaw.